

LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

WRITTEN QUESTION

Mrs Finocchiaro to the Chief Minister, Treasurer, Minister for Major Projects and Territory Economic Reconstruction, Minister for Strategic Defence Relations – for all agencies falling under the Chief Minister’s, Treasurer’s and Minister’s portfolios.

AGENCY ADMINISTRATION

Notes:

The following questions can be answered from existing Agency data as at 31 March 2022.

You have previously referred questions requiring a Whole of Government response to the Minister responsible at a time that enables a response within the same timeframe as the remainder of the questions.

Further, you have previously inserted the question at the beginning of each answer.

My Office would be very grateful if these practices are continued.

STAFFING

1. (a) Please advise the number of staff employed in the following categories as at 31 March 2022:

Category	FTE	Head Count (Actual)	NT-based	Located outside NT
Total Full Time Equivalent	17.82	19	19	0
<i>Break-up:</i>				
1. Ongoing Full Time	5.00	5	5	0
2. Ongoing Part Time	0.82	1	1	0
3. Fixed Term Full Time	7.30	8	8	0
4. Fixed Term Part Time	1.70	2	2	0
5. Casual Contract	0.00	0	0	0
6. Executive Contract	3.00	3	3	0

- (b) Please provide, for each of the six categories above: the relevant position classifications and the number of staff employed against each classification.

Category	Classification	FTE	Head Count (Actual)	NT-based	Located outside NT
Total Full Time Equivalent		17.82	19	19	0
<i>Break-up:</i>					
1. Ongoing Full Time	AO5	1	1	1	0
	AO6	1	1	1	0
	AO7	1	1	1	0
	SAO1	1	1	1	0

Category	Classification	FTE	Head Count (Actual)	NT-based	Located outside NT
	SAO2	1	1	1	0
Total		5	5	5	0
2. Ongoing Part Time	AO4	0	0	0	0
	AO5	0.82	1	1	0
Total		0.8	1	1	0
3. Fixed Term Full Time	AO3	0.3	1	1	0
	AO5	1	1	1	0
	AO6	1	1	1	0
	AO7	1	1	1	0
	SAO1	1	1	1	0
	SAO2	2	2	2	0
	T6	1	1	1	0
Total		7.3	8	8	0
4. Fixed Term Part Time	AO6	1.7	2	2	0
Total		1.7	2	2	0
5. Casual Contract	-	-	-	-	-
6. Executive Contract	EO1C	2	2	2	0
	EO4C	1	1	1	0
Total		3	3	3	0

(c) Where there is a difference between FTE and Headcount (Actual), please provide an explanation for the difference, including any reasons for use of part-time and casual positions within the overall workforce profile.

The differences between FTE and Headcount (Actual) reflects employee choices to work part time hours consistent with Flexible Working Arrangements.

(d) What is the total number of staff that have been recruited for COVID-19 purposes over the period?

Nil.

2. Please advise the number of staff held against the following categories as at 31 March 2022.

Category	Number
Resigned	3
Made Redundant	0
Terminated	0
Unattached	1
Classified Redeployee	0
Supernumerary	2
Total number terminated due to COVID mandate	0

3. Please advise the number of staff who identify as Aboriginal and Torres Strait Islander as at 31 March 2022.

A whole-of-government response to Question 3 will be provided by the Office of the Commissioner for Public Employment.

4. (a) Please advise the number of Frontline staff as FTE as at 31 March 2022 and as a percentage of the Agency total employment.

(b) Please advise how the Agency determines which staff fall under the category of Frontline.

Although many of our roles interface directly with clients/public, we do not distinguish these roles as 'frontline service' delivery.

5. Please advise how many staff have been engaged through labour hire, employment agency arrangements and/or consultancy contracts, for what purpose, for what duration and at what cost as at 31 March 2022. Please use the table format presented below for your response.

Nil.

6. Please advise how many locums have been employed, for what purpose, for what duration and at what cost as at 31 March 2022. Please use the table format presented below for your response.

Not applicable.

7. (a) How many positions were advertised during the period 1 July 2021 to 31 March 2022?

Nine.

(b) Of the total number advertised above, how many positions had Special Measures applied?

Nine.

(c) Please break down the levels of positions that had Special Measures applied.

Classification Level	Total Positions Advertised
Administrative Officer 4	1
Administrative Officer 5	2
Administrative Officer 6	1
Administrative Officer 7	1
Executive Contract Officer 1	1
Senior Administrative Officer 1	1
Senior Administrative Officer 2	1
Total	9

(d) How many positions that had Special Measures applied were not able to be filled against these requirements during this period and required contract or backfilling arrangements?

Most NT Government agencies have implemented special measures arrangements across the whole agency or for some roles. The process for positions that are advertised with special measures is to consider special measures applicants first; if no special measures applicants apply, or no special measures applicants are considered suitable, recruitment panels may assess all other applicants' suitability for the role.

OUTSOURCING

8. For the period 1 July 2021 to 31 March 2022, detail any decision(s) to outsource, contract out or privatise functions that have traditionally been carried out by the Agency.

Nil.

Is consideration being given to outsource, contract-out or privatise in financial year 2022/23? If so, provide details.

Nil.

LEGAL EXPENSES

9. What has been the expenditure on legal advice or related expenses for the period 1 July 2021 to 31 March 2022? Provide details on:
- The matter(s) (designate which ones are finalised and which ongoing)
 - The amount paid by matter
 - The amount paid to each outside legal firm or barrister engaged

Land Development Corporation	Matter	Legal Firm	Finalised/ Ongoing	Amount (\$)
3/35 Export Drive	Legal fees for NT Hauliers dispute	Hall & Wilcox	Finalised	\$2,017.18
3/35 Export Drive	Legal fees for Review of Lease and Insurance	Australian Government Solicitor	Finalised	\$3,251.00
Bulk Liquid Area	Legal fees for Lease Entity advice	Australian Government Solicitor	Finalised	\$4,488.50
Corporate	User Agreement and Electronic Execution review	Australian Government Solicitor	Finalised	\$2,024.00
CUF – General	Legal fees for CUF User Agreement	Australian Government Solicitor	Finalised	\$2,548.50
Kilgariff Stage 1B	Legal fees for Covenant Enforcement advice (NTP 7393 + 7394)	Australian Government Solicitor	Finalised	\$9,231.85
Kilgariff Stage 1B	Conveyancing Services for Kilgariff Land Sales	Angela Copland Conveyancing	Finalised	\$800.00
Toll Lot 5671 O'Sullivan Cct	Legal fees for Building 3 - Consent to sublease review	Australian Government Solicitor	Pending finalisation	\$849.20
Toll Lot 5672 O'Sullivan Cct	Legal fees for Building 3 - Consent to sublease review	Australian Government Solicitor	Pending finalisation	\$56.80
Total				\$25,267.03

c)

Legal Firm	Cost
Australian Government Solicitor	\$22,449.85
Angela Copland Conveyancing	\$800.00
Hall & Wilcox	\$2,017.18
Total	\$25,267.03

PROCUREMENT / CONSULTANCIES

10. For the period 1 July 2021 to 31 March 2022, please detail expenditure on each report and consultancy (excluding annual reports) that have been obtained from outside the NTPS. For each report/consultancy detail:
- a) Purpose
 - b) Cost
 - c) Person or entity engaged
 - d) Whether the person or entity has their principal place of business in the Northern Territory or elsewhere (if elsewhere, please provide the address of the principal place of business of the person or entity)
 - e) Whether a report has been tabled in the Legislative Assembly as a result of the report or consultancy
 - f) Outcomes or key performance indicators for the report or consultancy
 - g) Whether tenders or expressions of interest were invited prior to work on the report or consultancy being undertaken

Report or Consultancy	Purpose	Cost	Entity/ Person	Place of Business	Tabled	Tender Invited
Alice Springs Region - Kilgariff Estate Stage 2B Subdivision and Associated Infrastructure - Engineering Design Superintendent	Construction of Kilgariff Stage 2B	\$136,552.90	Jacobs	Alice Springs, NT	N	Y
Darwin – Provision of Specialist Advice on Financial Modelling for a Period of 12 Months	Financial Advice	\$13,915.00	Bartington Andrew John	Darwin, NT	N	Y
Darwin - Consultancy - Provision of Specialist Advise on Property GST and Associated Accounting for a Period of 12 Months	Financial Advice	\$385.00	ALLIANCE ADVISORY SERVICES PTY LTD	Darwin, NT	N	Y
Provision of Specialist Advice on Marine Servicing for a Period of 12 Months	Marine Servicing	\$35,285.00	JLSMITH MTOYN ADVISORY PTY LTD	WA	N	Y
Darwin - Wishart - Consultancy - Detailed Design Documentation - 2 Lot Subdivision	Engineering Advice	\$84,341.00	Jacobs Group (Australia) Pty Ltd	Parap, NT	N	Y
Darwin - Consultancy - East Arm - Transport Advise		\$53,592.00	FLYT PTY. LTD.	WA	N	Y

11. Please advise the number of contracts awarded to business entities with a principal place of business in the NT and outside the NT for the period 1 July 2021 to 31 March 2022 as follows:

Number in the NT	Number outside of the NT
Tier 1 - <300	Tier 1 - Nil
Tier 2 – 5	Tier 2 – 3
Tier 3 – 2	Tier 3 – Nil
Tier 4 – 0	Tier 4 – Nil
Tier 5 - 0	Tier 5 - Nil

- 12. For each of the contracts awarded to business entities with a principal place of business outside the Northern Territory, please advise the selection criteria on the applicable contract or tender.**

Contract	Business Entity	Address	Selection Criteria
Darwin - Consultancy – East Arm – Transport Advise	Flyt Pty Ltd	Western Australia	Weighted score - Relevant Experience.
The successful tenderer, Flyt were identified as the consultant with the most relevant experience.			
Provision of Specialist Advice on Marine Servicing for a Period of 12 Months	JLSMITH MTOYN ADVISORY PTY LTD	Western Australia	Relevant Skills & experience
The successful tenderer was identified as the consultant with very relevant experience and unique skill set.			
Darwin – Provision of Specialist Advice on Financial Modelling for a period of 12 months with 2 x 12 Month Extension Options	Andrew Bartington	Queensland	Weighted Assessment Criteria
ICNNT was consulted to deduce the availability of like resources with a similar level of experience in the use of Estate-master on NT property development projects. No resources were identified. ICNNT has issued a No Local Vendor letter. The successful provider had relevant experience.			

- 13. For Tier 3, Tier 4 and Tier 5 procurement activities, how many public tenders were advertised during the period 1 July 2021 to 31 March 2022?**

Two (2) Tier 3 procurements were advertised during the period 1 July 2021 and 31 March 2022. There were no Tier 4 and 5 Procurement Activities for this period.

- 14. For Tier 3, Tier 4 and Tier 5 procurement activities, how many contracts or tenders were awarded without undertaking a public tender process during the period 1 July 2021 to 31 March 2022?**

Nil.

- 15. For each instance identified in the question above, where a public quotation process was not undertaken, including for those with a Certificate of Exemption:**

- a) What is the description of the goods and services contracted?
- b) What is the value of the goods and services contracted?
- c) What was the reason for not using the public tender process or for requiring a Certificate of Exemption?
- d) Who recommended the course of action in c) above?
- e) Who approved the course of action in c) above?

Not Applicable.

16. Please advise the total number of NTG Corporate Credit Cards within the Agency, including the position titles and levels of the staff holding the corporate credit cards for the purchase of goods and/or services as at 31 March 2022.

Position title	Classification	No of positions
Executive Officer	AO5	1
Marketing and Comms Officer	AO6	1
Project Director	ECO1	1
Total		3

FOCUS GROUPS / POLLING / SURVEYS

For the period 1 July 2021 to 31 March 2022:

17. Please detail expenditure on opinion polls and focus groups, including costs and entities that conducted the work.

Nil.

18. Detail all surveys undertaken in relation to the focus groups and opinion polls above, including their, form, the cost and what inducements were provided to incentivize participation.

Survey Purpose	Form	Cost	Inducements
Marine Industry Park Industry Engagement	Questionnaire via SurveyMonkey platform	Nil	Nil

19. Please provide copies of each survey and the results of each survey.

The results of the survey are commercial in confidence and contain personal information protected by privacy provisions.

COMMUNICATIONS AND MARKETING

20. Please detail expenditure on advertising and communications during the period 1 July 2021 to 31 March 2022.

For each advertisement for which an expense was incurred:

- a) What was the purpose / description of the advertisement?

Refer table below.

- b) Who was the advertisement placed with, i.e. media outlet, newspaper, television station, digital platform; or other?

Refer table below.

- c) What was the total production cost, including, but not limited to, design, commissions, and placement costs?

Refer table below.

d) Were tenders or expressions of interest called? If not, why not?

Nil items required tenders or expressions of interest as all related to a Tier 1 procurement.

e) Did the agency enter into any separate arrangements for advertising placements or advertorials? If so, please provide details of expenditure and media outlet.

Not applicable.

The total expenditure on advertising and communications during the reporting period is \$36,045.76.

Online		
Purpose	Supplier	Cost
LDC General Advertising	Realestate.com	\$6,120.00
Kilgariff Estate Advertising	Facebook	\$72.22

Radio		
Purpose	Supplier	Cost
Kilgariff Estate Radio Promotion	Alice Springs Commercial Broadcasters	\$2,340.00

Video		
Purpose	Supplier	Cost
Kittyhawk Estate Video	Global Headquarters	\$1,320.00

Magazine/Journals/Newspapers		
Purpose	Supplier	Cost
Kilgariff Estate Advertising	News Pty Ltd	\$1,362.42

Displays/Signage		
Purpose	Supplier	Cost
Kilgariff Estate Visual	TJ Signs	\$6,166.36
Truck Central Signage	Signtech	\$3,189.25
LDC General Advertising	Signtech	\$79.25

Events and Exhibitions		
Purpose	Supplier	Cost
Kilgariff Estate Christmas Promotional Event	Various	\$4,881.27
Kilgariff Estate Stage 2A Land Release Event	Various	\$3,889.99

Consultation and Planning		
Purpose	Supplier	Cost
Kittyhawk Estate Promotional Video	Global Headquarters	\$660.00
Kilgariff Estate Project Visualisation	Uber Air Pty Ltd	\$2,350.00
LDC General Advertising	ICN Gateway	\$2,100.00

Brochures and Booklets		
Purpose	Supplier	Cost
Kilgariff Estate Stage 2A Promotional Brochures	Asprint	\$95.00
Kilgariff Estate Easter Newsletter	Asprint	\$395.00
Kilgariff Estate Christmas Newsletter	Asprint	\$395.00
LDC General Promotional Brochures	Colemans Printing	\$270.00

Promotional Merchandise		
Purpose	Supplier	Cost
Kilgariff Estate Stage 2A Promotional Stickers	Asprint	\$150.00
Kilgariff Estate Corflute Merchandise	Asprint	\$210.00

TRAVEL

21. Please provide the total expenditure and itemised details of travel, including, but not limited to travel-related costs such as accommodation, travel allowance, entertainment, car rental, meals and incidentals, in each Agency and authority during the period 1 July 2021 to 31 March 2022 broken down to:

a) International Travel

Nil.

b) Interstate Travel

Nil.

c) Intrastate Travel

Dates	Destination	Reason	Cost
27/07/21 – 27/07/21	Alice Springs	Meeting with stakeholders	\$4,396.53
14/09/21 – 16/09/21	Alice Springs	Onsite inspection. Meeting with stakeholders.	\$1,578.05
29/09/21 – 30/09/21	Alice Springs	Meeting with stakeholders. Onsite inspection.	\$4,638.87
02/11/21 – 03/11/21	Alice Springs	Site visit and engagement.	\$1,244.32
23/11/21 – 24/11/21	Alice Springs	Meeting with stakeholders.	\$1,535.55
08/12/21 – 10/12/21	Alice Springs	Stakeholder engagement.	\$3,294.90
03/03/22 – 04/03/22	Alice Springs	Stakeholder engagement.	\$3,312.25
24/03/22 – 26/03/22	Alice Springs	Stakeholder engagement.	\$5,621.03
Total			\$25,621.50

22. In the case of international travel identified in response to the question above, please provide the purpose, itinerary, persons and costs involved in each trip.

Not applicable

23. Please provide itemised details and costs of all travel undertaken by the Minister that was paid for by the Agency or authority, including travel on charters during the period 1 July 2021 to 31 March 2022.

Nil.

HOSPITALITY / FUNCTIONS AND EVENTS

24. Please provide full details of all official hospitality provided for the period 1 July 2021 to 31 March 2022.

In relation to each occasion where official hospitality was provided:

- a) What was the purpose of the hospitality?
- b) How many guests attended?
- c) How many Ministers attended?
- d) How many Ministerial staff attended?
- e) How many MLAs attended?
- f) How many Public Sector employees attended?
- g) What was the total cost incurred?

Nil.

GRANTS, DONATIONS AND INCENTIVES

25. Please detail expenditure on grants, sponsorships, donations and incentives paid by your Agency (including the recipient of each payment) during the period 1 July 2021 to 31 March 2022, including agency budget totals to administer such programs.

Details of expenditure on sponsorships is as follows:

Recipient	Date	Description	Amount (Ex. GST)
Urban Development Institute of Australia	25/10/21	Corporate Sponsorship of the UDIA NT Gala Ball	\$5,000.00
Territory Property Consultants Pty Ltd	22/11/21	Corporate Sponsorship of the Valuers Golf Day	\$272.73
Master Builders Northern Territory Ltd	07/03/22	Sponsorship of the Master Builders NT Golf Day in Alice Springs	\$1,950.00
Total			\$7,222.73

Details of expenditure on incentives is as follows:

Recepient	Date	Description	Amount (Ex. GST)
Various Kilgariff Estate residents	15/12/21	Kilgariff Estate residents participating in the Kilgariff Estate Christmas Lights promotion	\$2,415.05

There were no grants or donations paid by LDC during the period 1 July 2021 to 31 March 2022.

26. Please detail the funds utilised to distribute awards and sponsorships in the period 1 July 2021 to 31 March 2022, and to what activities. Please list details of any contract periods as part of any arrangement.

All sponsorships were distributed using internal resources.

27. Indicate which awards and sponsorships were managed by Regional Offices. What is anticipated for the 2022/23 financial year?

LDC does not have any regional offices.

28. Please detail the amounts paid on grants, donations and incentives to non-Government organisations for the period 1 July 2021 to 31 March 2022, including to which organisation and the services to be provided?

Nil.

MEDIA MONITORING SERVICES

29. Provide expenditure details on media monitoring services for the period 1 July 2021 to 31 March 2022 (including entities engaged and who utilises the service).

A whole-of-government response to Question 29 will be provided by the Department of the Chief Minister and Cabinet.

INFRASTRUCTURE PROJECTS

30. How many projects have been submitted or are in the process of being submitted to Infrastructure Australia or Northern Australia Infrastructure Facility (NAIF) to be considered for the Infrastructure Priority List?

A whole-of-government response to Question 30 will be provided by the Department of Infrastructure, Planning and Logistics.

31. Please provide details of newly committed projects for the period 1 July 2021 to 31 March 2022.

A whole-of-government response to Question 31 will be provided by the Department of Infrastructure, Planning and Logistics.

32. Please provide details of contracts awarded to interstate firms, for what purpose, the cost and why a Territory firm was not chosen.

A whole-of-government response to Question 32 will be provided by the Department of Infrastructure, Planning and Logistics.

GOVERNMENT LEASED BUILDINGS

33. What is the total annual power bill of each Government building owned/leased/used by each Department for the period 1 July 2021 to 31 March 2022?

\$2,803.31.

34. What is the total annual leased space of each Government building used by each Agency/authority and at what cost for the period 1 July 2021 to 31 March 2022?

A whole-of-government response to Question 34 will be provided by the Department of Corporate and Digital Development.

35. How much Government owned or leased premises or office space is currently under-utilised (at less than 100 per cent occupied) or vacant?

A whole-of-government response to Question 35 will be provided by the Department of Corporate and Digital Development.

FEES AND CHARGES

36. Please detail the statutory or legislative fees and charges levied by your Agency/authority, the revenue raised in the 2021/22 financial year and whether any of these fees and charges was increased following the passage of the 2021/22 financial year budget.

Nil.

INTERNAL AUDITS

37. How many internal audits and financial investigations were conducted in the period 1 July 2021 to 31 March 2022?

Four internal audits. No financial investigations.

38. What were the terms of reference or focus for each investigation?

Internal audit/investigation	Terms of Reference or focus
Value for Territory (VFT) audit for the 2021 calendar year	To ensure compliance with Procurement Rule 1.6, LDC undertake an annual audit of procurement activity to ensure compliance with the requirements of the VFT assurance program.
Annual Rent review	Internal review of all lease agreements (including ground leases, property tenancies and easements) to ensure that annual rent reviews are conducted per the lease provisions and actioned accordingly.
Credit Card (Expense 8) Compliance Review	Internal review of Corporate Credit Cards to ensure LDC controls are appropriate and Credit Card holders have complied with the Credit Card policy and procedures developed by the Department of Corporate and Digital Development (DCDD).
Annual Cabinet Information Security Measures audit	To ensure compliance with handling of Cabinet material with a focus on breaches involving Cabinet material and Cabinet security measures.

39. Please provide detail of any fraud, anomalies, breaches of financial legislation or Northern Territory Government policy and procedures exposed by the audits and financial investigations.

The value for Territory audit identified minor indiscretions regarding low risk, low value procurement activities.

A review of LDC Corporate Credit Card transactions identified minor non-compliance with general NTG and LDC specific credit card policy but no transactions which required greater investigation.

40. How many agencies have been referred to existing bodies e.g. Auditor-General/Independent Commission Against Corruption (ICAC) and how many have been resolved? Please detail the agency referred to, the date of referral and the date resolved, including those with multiple referrals.

Agencies would not be privy to details of referrals made to Independent Statutory Officers.

BOARDS / ADVISORY BODIES

41. Please detail all boards and advisory bodies in your Agency in 2021/22, also providing the following information:

a) The Terms of Reference, if changed from last year

The Terms of Reference have not changed within the period.

b) The current members and when they were appointed

Current members are (all appointed on 10 June 2021):

- Jason Schoolmester
- Alister Trier
- Tony Stubbin
- Louise McCormack
- Shaun Drabsch
- Craig Graham
- Jodie Ryan
- Joanne Townsend
- Andrew Kirkman
- Andy Cowan

c) The total remuneration paid to each Board member during the 2021/22 financial year

Nil.

d) The itemised total cost incurred by the Board during the 2021/22 financial year

Nil.

42. The number of times the Board met during the period 1 July 2021 to 31 March 2022.

Four.

REVIEWS AND INQUIRIES

- 43. Details of all reviews and inquiries completed or commenced during the 2021/22 financial year, also providing the following information:**
- a) The Terms of Reference**
 - b) The criteria for selection of all panel members**
 - c) The composition, qualifications and state or territory of residence of the persons undertaking the review/inquiry**
 - d) The cost of the review/inquiry**
 - e) How the information was/is accumulated to contribute to the review/inquiry**
 - f) If completed, when, the outcome and whether the report has been tabled in the Legislative Assembly**
 - g) If not completed when this is expected**

Nil.

WORKPLACE HEALTH AND SAFETY

- 44. Please provide the number, nature and cost of reportable safety issues for the period 1 July 2021 to 31 March 2022.**

None.

- 45. Please detail the number of stress related matters and claims for the period 1 July 2021 to 31 March 2022.**

None.

REGIONAL OFFICES

- 46. Please detail expenditure on staff located in regional offices across the Territory. Include the number of staff, their functions and outcomes achieved in the 2021/22 financial year. What are the locations for which they are responsible?**

LDC does not have any regional offices.

WRITTEN QUESTIONS

- 47. How many written questions has the agency answered in the period 1 July 2021 to 31 March 2022? Please provide WQ reference numbers.**

Written Question details for the requested period are publicly available on the NTG Parliament website: <https://parliament.nt.gov.au/business/written-questions>.